FMMI PVND REQUEST PROCESS FOR CUSTOMERS
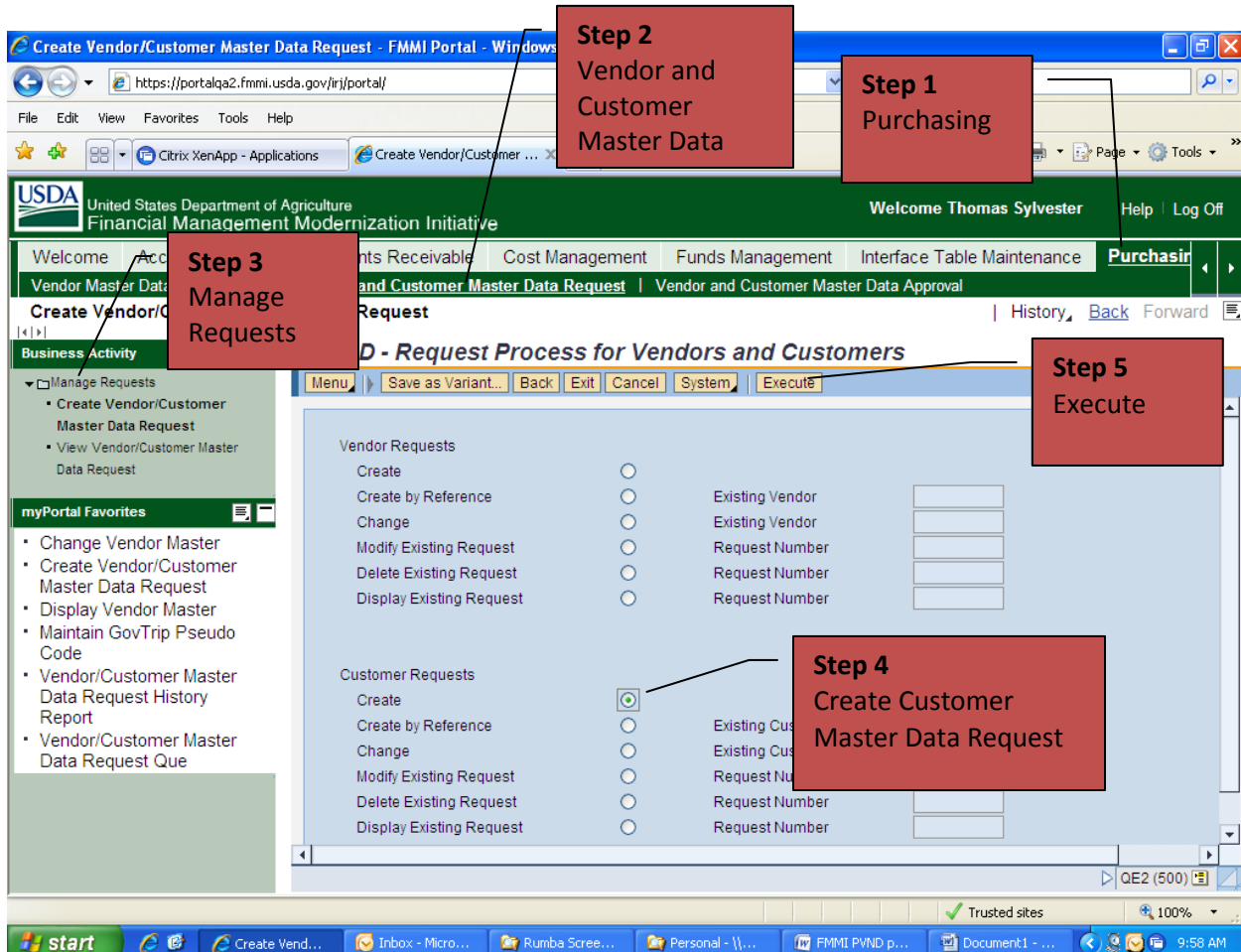### QUICK REFERENCE GUIDE

INTRODUCTION

This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval vendor request (PVND) for customers.

QUICK STEPS

Login to the FMMI Web site at https://portal.fmmi.usda.gov/irj/portal/.

Click:

1. Purchasing Tab
2. Vendor and Customer Master Data Request
3. Manage Requests
4. Select Customer Requests (Create)
5. Execute

Select Agency from drop down list

Once agency is selected, click green check or enter button.

Click when all areas are filled

Optional fields

Required field

Required field

Selections appear from above drop-down list.

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This is the final step for the agency user.

Once saved, an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been submitted.

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When completed by the Accounting Processing Branch, Table Maintenance Section (TMS), an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been approved.

```
From:        Thomas Sylvester [thomas.sylvester@usda.gov]
To:          FPCDEBTMGMT@FSIS.USDA.GOV; THOMAS.SYLVESTER@usda.gov
Cc:
Subject:     PVND Request 0000003159 - APPROVED

  The following CUSTOMER request has been submitted:

  Request Number: 0000003159
  Name: UTAH DEPT OF AGRIC & FOOD
  Action: CREATE
  Status: APPROVED
  Customer Created: 0003262224
```

Please direct any questions to TMS at **504-426-5377**.

March 4, 2011